

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Date]

[Creditor Name or Collection Agency]

[Contact Person Name]

[Address]

[City, State, Zip Code]

**RE: Account Number: [Your Account Number]
Settlement Counter-Offer**

Dear [Contact Person Name],

I am writing in response to your recent correspondence dated [Date of their letter] regarding the outstanding balance on the above-referenced account. While we acknowledge the debt, our company is currently facing significant financial hardship that prevents us from meeting your proposed terms.

We would like to resolve this matter amicably and avoid further collection actions or legal proceedings. Based on our current cash flow, we are prepared to offer a one-time, lump-sum payment of **\$[Amount of your offer]** as full and final settlement of the total balance of **\$[Total current balance]**.

This offer is contingent upon the following conditions:

- The payment of **\$[Amount of your offer]** will be accepted as full satisfaction of the debt.
- [Your Company Name] will be released from any further liability regarding this account.
- The account will be reported to any credit bureaus as "Settled in Full" or "Paid as Agreed."
- All collection activity will cease immediately upon receipt of funds.

This offer is valid until [Expiration Date]. Please provide a written confirmation of acceptance of these terms on your company letterhead. Once we receive your written acceptance, we will issue payment via [Payment Method, e.g., Certified Check/Wire Transfer] within [Number] business days.

Thank you for your cooperation in resolving this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]